

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 03-236

OPENING DATE: 25 July 2003

CLOSING DATE: 25 August 2003

ANTICIPATED FILL DATE: 21 Sept 03

POSITION TITLE AND NUMBER

Allied Trades Helper (Exc/Indef)
PDCN R4406100, MD #6021-700V

UNIT/ACTIVITY AND DUTY LOCATION

Combined Support Maintenance Shop (CSMS)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY

WG-5801-05 \$12.38-\$14.48 per hour

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 6 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (**WITH DATES**) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Basic knowledge of equipment used in the trades supported.
2. Ability to follow instructions.
3. Ability to use hand and powered tools in the trade performed.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this Position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (CMF 21, 63, 88)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement. (KSA statement will be evaluated by the Personnel Staffing Specialist to determine minimum qualifications and by the interview panel to determine the best qualified.)

PRINCIPLES DUTIES AND RESPONSIBILITIES: Assist shop repairman in the skilled Trades occupations by performing the least skilled duties of those trades. Engages in joint operations with craftsmen. Rotates through trades area to gain experience. Uses hand and powered tools of the trade to perform duties such as mixing paints; preparing surfaces; erecting and cleaning equipment; operating steam jenny and sandblasting equipment; assisting in canvas and leather work; and small arms repair. Removes parts of all types of equipment and armament when job does not require technical knowledge or skill. Applies knowledge and skill gained from previous work assignments. Supplies, lifts, and holds, materials or tools for shop craftsmen. May be required to drive a truck, car or other vehicle to obtain supplies and equipment in connection with the work conducted in the shop.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30-day notice if shortage of funds or workload so dictates. 6. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPIR-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1